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C-A OPERATIONS PROCEDURES MANUAL

9.10 C-AD Security Committee (CSC) Policy and Requirements

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Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
 Collider-Accelerator Department Chairman Date

E. Lessard

9.10 C-AD Security Committee (CSC) Policy and Requirements

1. Purpose

- 1.1 To ensure full that the best security practices are used at C-AD in order to protect government property. This procedure is intended to help ensure workers are consulted, informed and trained on all aspects of security associated with their work. This procedure is intended to help ensure workers have the time and resources to participate actively in the processes of organizing, planning, implementing, evaluating and improving security of valuable government property.

2. Responsibilities

- 2.1 The C-AD Security Committee (CSC) shall encourage, initiate, and periodically monitor, improvements in security practices at C-AD.
- 2.2 The CSC shall meet at a minimum of once per quarter.
- 2.3 Division Heads shall elect members who are not in a supervisory or management position to the CSC Committee. CSC members should serve a maximum of three (3) years. The Committee membership shall be made of worker representatives of the following Divisions (number of CSC numbers) at C-AD:
- Accelerator Division (1)
 - Experimental Support & Facilities Division (1)
 - Controls Division (1)
- 2.4 The following personnel are permanent members of the CSC:
- D. Passarello (C-AD ESHQ Division), Chair
 - Pendzick (C-AD FES Section Head)
 - F. Kobasiuk (C-AD FES Technical Supervisor)
 - R. Zaharatos (C-AD Maintenance)
 - P. Sparrow (C-AD Facilities Technical Supervisor)
 - N. Williams (BNL Police Group)
 - Later (BNL Police Group)
 - Later (BNL PPM)
- 2.5 Depending on subject matter, the Chair may request members from other C-AD or BNL groups to attend specific meetings.
- 2.6 The CSC Chair shall arrange meetings, record minutes and make recommendations to the Department Chair.
- 2.7 The CSC Chair shall serve as a communications mechanism to and from C-A and

BNL groups and C-A management.

- 2.8 The CSC Chair shall ensure arrangements and procedures are established and maintained for:
- 2.8.1 receiving, documenting and responding appropriately to worker and outside communications related to security
 - 2.8.2 ensuring that the concerns, ideas and inputs of workers and their representatives on security matters are received, considered and responded to
 - 2.8.3 the CSC Chair shall assign a responsible person to close out assigned action items. C-AD FATS shall be utilized to track action items to closure

3. Prerequisites

None

4. Precautions

None

5. Procedure

- 5.1 After Division Heads have submitted member names, the CSC Chair shall arrange for the first Committee meeting(s) and set the agenda to:
- 5.1.1 Develop a plan and schedule, which will be approved by the Department Chair, to:
 - clean-up and dispose of unwanted valuable materials and consolidate all C-AD valuable materials in as few as possible central, secure storage areas
 - determine the security required for those areas
 - develop a database of the valuable materials that is kept current and is periodically verified for correctness
 - assign each item of valuable material to an individual that is maintained current, including transfer of responsibility when staff are transferred or leave BNL
 - determine the possibility of a unique marking system for the protected valuable materials
 - develop communication paths with BNL Police so they know what materials are in the database and their locations
 - develop a way to secure B912 as best as possible to prevent theft of materials that are in-use including considering a fenced and monitored location(s)

- develop a common key control system for buildings and mobile equipment which could be used for theft of valuable materials
 - develop a security awareness training module for C-AD staff
 - maintain installed security/monitoring systems operational and develop plans to follow if the systems are out-of service
 - post areas that contain stored or in-use valuable materials and use security seals or other state of the art methods to protect valuable materials
 - revise [C-A-OPM 1.20](#) to reflect the current requirements for security responsibilities and accountability
 - write any other required security procedures into the C-AD OPM
 - determine the budget needed for implementation of the plan
- 5.1.2 Define Committee methods to receive, document and respond appropriately to worker communications related to security.
- 5.1.3 Define committee methods to ensure that the concerns, ideas and inputs of workers and their representatives on security matters are received, considered and responded to.
- 5.2 After the first meeting, the CSC Chair shall schedule meetings and prepare an agenda from that point on.
- 5.3 The CSC Chair, or designee, shall record the salient points of the meeting in the form of minutes and forward them to the members, Department Chair, Associate Chair for ESHQ, Associate Chair for Accelerators, Associate Chair for Experimental Support and Facilities, Assistant Chair for Administration, Chief Electrical Engineer, Chief Mechanical Engineer and C-AD Division Heads.
- 5.4 The Chair shall ensure the following:
- 5.4.1 Each meeting, the Committee shall review the latest quarter security investigation reports.
- 5.4.2 Each meeting, the Committee shall review the latest quarter Performance Indicator report for security issues.
- 5.4.3 Each meeting, the Committee shall review the latest quarter Critiques and Occurrences related to security.
- 5.4.4 Each meeting, the Committee shall review the latest quarter feedback related to security from the Work Permit program.
- 5.4.5 Each meeting, the Committee shall review the latest quarter feedback from the Self Evaluation Program related to security issues ([C-A OPM 9.4.2](#)).

- 5.5 The Committee Chair shall solicit recommendations from the Committee members regarding 5.4.1 through 5.4.5 and forward recommendations to management if needed.
- 5.6 When requested by the Associate Chair for ESHQ, the Committee Chair shall appoint a member or members to review C-AD training programs and modify, as necessary, to ensure their relevance and effectiveness for security awareness.
- 5.7 When requested by the Associate Chair for ESHQ, the Committee Chair shall appoint a member or members to review and modify, if necessary, the Department's procedures that are relevant to security of government property in OPM 1.20. The review shall be to ensure their relevance and effectiveness from the workers' perspective.
- 5.8 When requested by the Associate Chair for ESHQ, the Committee Chair shall appoint a member or members to review and modify, if necessary, new security methods and controls or machinery before they are introduced to the workplace. The review shall be to ensure their relevance and effectiveness from the workers' perspective and ensure that security controls do not adversely affect safety of personnel or equipment.
- 5.10 The CSC Chair, or designee, shall work with the C-AD Associate Chair for ESHQ and help prepare an annual presentation for the EMS/OSH Management Review.

6. Documentation

- 6.1 The CSC Chair shall maintain the minutes of the CSC Committee in files in the Building 911 Document Room.

7. References

None

8 Attachments

None